



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
**13380 W Trepania Road • Hayward, Wisconsin 54843-2186**

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

Position: Intoxicated Driver Case Manager

Location: Lac Courte Oreilles Community Health Center

Hours: Tuesday, Wednesday, & Thursday 8:00am-4:30pm

Salary Range: \$10.00-\$12.50 per hour depending on qualifications

Posting Date: November 9, 2015

Closing Date: November 23, 2015

**Description of Position:**

The Intoxicated Driver Case Manager will be scheduling OWI assessments, reporting to the DMV, and monitoring client's compliance. Will also keep track of all the OWI cases, turn in compliance reports or non-compliance reports and communicate with the offender.

**Qualifications:**

- High School Diploma or Equivalent
- Knowledge of community resources and counseling/social work practices with high risk populations.
- Have a general understanding of Behavioral Health procedures and terminology.
- Experience working with people in crisis situations.
- Good record documentation skills.
- Excellent written and verbal communication skills with ability to establish good rapport.
- Ability to motivate others toward achieving goals.
- Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, and clear sense of boundaries.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.

- Must have working knowledge of computers including Microsoft and Excel.
- Proficient in Electronic Health Record preferred.
- Mantoux TB test current.
- Completed Hepatitis B series.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Valid WI Driver's License.
- Valid Vehicle Insurance.
- Be able to pass a background check.
- Be able to pass employment drug screenings.

### **Major Duties and Responsibilities:**

1. Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships.
2. Provide all required documentation in a timely manner for client follow-up, outcome evaluation, client contact sheets, and evaluations.
3. Be responsible for your portion of the "new patient" intake procedures.
4. Prep charts for new client intakes daily.
5. Adhere to policy, procedures and the professional code of ethics.
6. Complete all forms for the IDP Program online and submit to the Department of Motor Vehicles.
7. Assist in the development, implementation, and presentation of programs to address substance abuse or other related issues.
8. Serves as a liaison with the courts and judges for the client.
9. Provide the court system, attorney, and other agencies with significant reports of progress and compliance of program requirements.
10. Provide, support of encouragement and education to reduce the risk of repeated OWI offenses.
11. Provide community supervision from intake to adjudication of case.
12. Will cover duties and responsibilities of the Office Manager when off on leave.
13. Reporting of Adverse Incidents according to policy.
14. All other duties assigned by the Behavioral Health Director.

### **Supervision and Guidance:**

The Intoxicated Driver Case Manager reports directly to the Behavioral Health Director with oversight by the Health Director.

**\*Applicants for employment with the Lac Courte Oreilles Community Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume  
Credentials  
Proof of Stated Qualifications  
Three (3) current Letters of Recommendation  
Academic Transcripts

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*